

WorkKeys® & *the* Kentucky National Career Readiness Certificate™ A Guide **for** Employers & Examinees

What are WorkKeys?

WorkKeys are a reasoning and conduct workforce assessment system from ACT, Inc. The NCRC is based on three of the cognitive skills which show up repeatedly in job profiles: Applied Math, Locating Information & Reading for Information.

Employers can “prefer” or “require” an NCRC based on a risk assessment of their employment criteria and whether they have had a position profiled using ACT’s job profiling system. A Job Profile is a customized report documenting the tasks of a job, skill levels required for a job and the qualitative reasoning behind the skill levels provided by those who are currently working in that job.

It is important to understand that not all WorkKeys testing sequences will lead to an NCRC. For example, many manufacturing positions require more Observation skills than Applied Math.

Employers who wish to require WorkKeys/NCRC should contact their local Workforce Solution Provider (KCTCS). Go to www.kctcs.edu and click on the Workforce Solution Provider link for more information.

Who should take the WorkKeys?

Anyone can take the WorkKeys and NCRC assessments. Specifically, those who should be entertaining the idea would be workers who are seeking a promotion, under employed workers who are seeking full time employment and the unemployed.



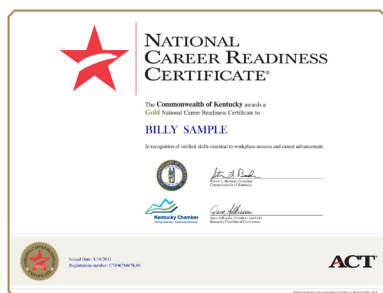
How do Examinees find an assessment center?

There are many locations throughout Kentucky from which to obtain a NCRC. If someone qualifies for Kentucky Adult Education services, the NCRC is part of that coursework. Most KCTCS campuses and satellites offer testing for a fee or are contracted by employers to conduct the tests as part of the job application process. Additionally, almost all OET and WIA offices have trained WorkKeys proctors.

How much do WorkKeys assessments cost?

Assessment.....	Cost*	Assessment	Cost*
READING for INFORMATION	\$5.50	APPLIED MATH.....	5.50
LOCATING INFORMATION.....	5.50	APPLIED TECHNOLOGY	5.50
TEAMWORK	8.00	OBSERVATION (Paper Version)	8.00
WORKPLACE OBSERVATION	12.00	WRITING	10.50
BUSINESS WRITING.....	10.50	LISTENING	10.50
LISTENING for UNDERSTANDING	12.00	TALENT (Personality)	9.50
PERFORMANCE.....	9.50	FIT	9.50

* Education/Government pricing good through 31 August, 2012.



Where can someone take the WorkKeys/ NCRC?

There are 16 main KCTCS campuses and dozens of satellite campuses that can conduct WorkKeys testing. Almost all Office of Employment & Training (OET) Career Centers (www.oet.ky.gov) offer testing in either the Internet or Paper & Pencil format. Kentucky Adult Education (www.kyae.ky.gov) is present in every county in the state, and most Local Workforce Investment Boards (www.kwib.ky.gov) also have testing programs.

Please call the local offices or colleges to find out their testing times.

NCRC Promotions

There are several promotions for the National Career Readiness Certificate (NCRC) currently in place in the Commonwealth. The first two are time limited scholarships which both expire on 30 June, 2012. In recognition of Kentucky's pioneering work in the field of workforce education, ACT, Inc. awarded 2500 NCRC scholarships. All three exams are provided free of charge, and if a certificate is earned, the individual's name is included in the WorkKeys database and they will receive a printed certificate.

The second scholarship opportunity is funded by a Workforce Investment Act Incentive grant awarded to Kentucky Adult Education. In both cases, individuals simply need to go to their nearest provider and request a testing time.

There is a third option for individuals to get an NCRC. If an employer prefers or requires the NCRC as a condition of employment, and a person who is in the Employ Kentucky Operating System is matched up to that employer, OET will pay for the assessments as part of its employment services.

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